

TERMS OF REFERENCE

Tourism Investment Caravan

I. Project Title:

**Procurement of Supplies for the Tourism Investment Caravan
(Office Supplies)**

II. Purpose/ Objectives:

- To be distributed to the Training Participants during the Seminar-Workshop
- To be used for the recognition of Resource Speakers and Topnotch participants
- To be used during the implementation of the Tourism Investment Caravan

III. Minimum Requirement for Suppliers

- Must be Philgeps-accredited
- Must be willing to provide services on government terms of payment (send-bill arrangement)
- Must be able to submit mock-up sample
- Must be able to customize/personalize items as specified in the Specifications below
- Must be able to provide product warranty/return and exchange of defective items as specified in the Specifications below

IV. Scope of Work

LOT 1

Customized Pens	<p>Customized DOT Pens</p> <ul style="list-style-type: none"> • Quantity: 180 pieces • Materials/Specifications: <ul style="list-style-type: none"> - Ballpoint pens with stylus, preferably with metal body - Black Ink only - Pen body color options: Black and Silver - Customization: <ul style="list-style-type: none"> - Full Color Logo* Print on one side - Flat Print (UV LED Direct Print) <p><i>*Logo to be printed to be provided by PIED</i></p>
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LOT 2

<p>Document Envelopes</p>	<p>Customized DOT Document Envelopes</p> <ul style="list-style-type: none"> • Dimension: at least 9 inches x 12 inches, must fit A4-sized documents • Quantity: 180 pieces • Materials/Specifications: <ul style="list-style-type: none"> - Top open catalogue envelope type with at least 2" flap - Thickness of at least 118gsm - Color: preferably White book or Kraft Paper color, bidder may propose options for the overall look following the theme, "Corporate and Business" - Customization: <ul style="list-style-type: none"> - Full Color Invest in the Tourism Philippines Logo* in front - DOT Logo and Office Name at the back - Flat High Quality Print
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LOT 3

<p>Customized Notebooks</p>	<p>Customized DOT Notebooks</p> <ul style="list-style-type: none"> • Dimension: 21cm x 14cm • Quantity: 150 pieces • Materials/Specifications: <ul style="list-style-type: none"> - With Ribbon Marker and Garter - Eighty (80) Ruled Pages - Hardbound cover; PU Leather - Option for at least three (3) corporate colors - Customization: <ul style="list-style-type: none"> - Full Color Invest in the Tourism Philippines Logo* in front - DOT Logo and Office Name at the back - Flat Print (UV LED Direct Print) <p><i>*Logo to be printed on the cover to be provided by PIED</i></p>
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LOT 4

<p>ID Holder with Lace</p>	<p>ID Holder with Lace</p> <ul style="list-style-type: none"> • Quantity: 180 pieces • Specifications: <ul style="list-style-type: none"> - ID Lace/Sling Holder Lanyard <ul style="list-style-type: none"> - Width: 25mm - Color/Design: Plain, Matte - Plastic ID Card Holder <ul style="list-style-type: none"> - Size: 11cm x 7cm - Color/Design: Clear - ID Card/paper size
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LOT 5

<p>Certificate and Papers</p>	<p>Holder Certificate</p> <ul style="list-style-type: none"> • Dimension: 12inches x 9inches (can fit letter or A4 size documents) • Quantity: 45 pieces • Materials/Specifications: <ul style="list-style-type: none"> - Book-type holder - Cover: Linen Paper - Board: At least 700 gsm - With ultra-clear transparent insert pocket to hold certificates - Option for at least three (3) corporate colors - Customization: <ul style="list-style-type: none"> - Option for Foil Stamping of DOT Logo or Engraving name of DOT <p>Certificate Papers</p> <ul style="list-style-type: none"> • Size: A4 (8.25inches x 11.75inches) • Quantity: 50 pieces • Specifications <ul style="list-style-type: none"> - Plain, at least 200gsm - Color: White/ Pale Cream (preferably)
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LOT 6

<p>Sanitation Kits</p>	<p>Sanitation Kits</p> <ul style="list-style-type: none"> • Quantity: 180 pieces • Materials/Specifications: <ul style="list-style-type: none"> - Minimum Kit inclusion: <ul style="list-style-type: none"> o Clear pouch bag, preferably PVC o Alcohol (at least 100ml) o 3-ply surgical facemasks (at least 5-pcs) or KN59 face mask (at least 3-pcs) o Wet wipes o Vaporub/Katinko o 10-pieces Ascorbic Acid o Pop-up 2-ply all-purpose Tissue - Preferred Customization: <ul style="list-style-type: none"> - With printed customized insert tag re “Invest in the Philippines” and contact details of PIED - Bidder may propose customization
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LOT 7

<p>DOT-Customized USB</p>	<p>Customized USB/OTG Flashdrive</p> <ul style="list-style-type: none"> • Quantity: 70-pieces • Materials/Specifications: <ul style="list-style-type: none"> ▪ Dual Drive OTG USB Flash Drive ▪ Minimum capacity 64GB ▪ USB 3.0 high-speed performance up to 130MB / second to move files faster between drives and to
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	<p>the computer - compatible with android phones that support OTG</p> <ul style="list-style-type: none"> ▪ Micro-USB connector on one side and USB 3.0 on the other side ▪ Compatibility: PC/Mac computer, Mobile device, ▪ Automatically-detected when connected to an OTG-enabled smartphone or tablet ▪ Requires Android™ smartphone or tablet with On-The-Go (OTG) compatibility ▪ Preferred Customization <ul style="list-style-type: none"> ✓ With customized sustainable packaging ✓ With printed customized re “Invest in the Philippines” or “It’s More Fun in the Philippines” ✓ Bidder may propose customization
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*** NOTE: Bidders must submit one (1) actual sample of each item as required by this TOR.**

Non-submission shall be ground for disqualification of bid. The winning bid shall be selected not solely on the amount of bid/quotation, but also the overall quality of the materials based on the submitted sample.

The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the **DOT-END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-END USER**.

V. Approved Budget for the Contract

LOT 1 Customized DOT Pens	P 44.00 x 180pieces	P 7,920.00
LOT 2 Customized DOT Document Envelopes	P 10.00 x 180pieces	P 1,800.00
LOT 3 Customized DOT Notebooks	P 118.33 x 150pieces	P 17,749.50
LOT 4 ID Holder with Lace	P 30.00 x 180pieces	P 5,400.00
LOT 5 Certificate Holders and Certificate Papers	Holder: P 72.00 x 45pieces Paper: P 243 x 5packs of 10 sheets	P 4,455.00
LOT 6 Sanitation Kits for Seminar Participants	P 196.00 x 180 kits	P 35,280.00
LOT 7 DOT Customized USB/OTG Flashdrive	P 300.00 x 70pieces	P21,000.00
TOTAL		P 93,604.50

VI. Delivery Period

- Within ten (10) calendar days upon approval of the design / layout and mass production.

VII. Payment Procedure

Government procedure

VIII. Contact Person

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Approved by:

VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation